



Maintenance

AIRCRAFT UTILIZATION REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction establishes procedures for timely collection, processing and reporting of flying hour data to both local and higher headquarters IAW AFI 21-103 *Equipment Inventory, Status and Utilization Reporting*, AFI 11-401, *Flight Management*, Attachment 2 and AFMAN 37-139, *Records Disposition Schedule*, Table 11-2, Rule 7. The provisions of this instruction are applicable to all squadrons and staff agencies under the direction of the Wing Commander.

1. Responsibilities: Commanders, flying squadron operations officers, branch chiefs and work center supervisors will ensure compliance with the provisions of this Instruction.

2. Procedures:

2.1. Aircrew: The aircrew will initiate and complete the AFTO Form 781, **AFORMS Aircrew/Mission Flight Data Documents** (**originals only no copies** will be utilized). The aircraft commander is responsible for certifying the AFTO Form 781 by initialing block 35. The aircraft commander must ensure accurate and legible flight data entries have been recorded and, if applicable, that the number of passengers, tons of cargo, takeoff/landing fuel and reason(s) for late/early takeoff or landing are entered in the **Remarks** section on the reverse.

2.1.1. On all off station missions the aircrew will initiate and complete an AFRES Form 33, **Aircraft Movement and Reporting**. This form is utilized to verify itinerary of each mission. The aircraft commander signs the back of the form certifying all information is accurate, complete and legible.

2.1.2. The aircraft commander will place the original AFTO Form 781 and AFRES Form 33 in the mission package and return the mission package to the squadron mission planning room.

2.1.3. In the event an aircraft returns after normal hours and no maintenance personnel are present, the flight engineer or boom operator shall perform the functions stated in paragraph b. below.

2.2. Aircraft Maintenance: The crew chief or his/her representative will review the AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance**, to ensure flight time, touch and go, full stop, total landings and engine cycles are accurately transcribed from the AFTO Form 781.

The crew chief will initial block 33 on the AFTO Form 781, verifying that transcribed information is correct. This will be accomplished before the aircrew departs the aircraft.

2.3. Flying Squadron: The Squadron Operations Section will review all 781s daily (Monday through Friday, except holidays). The AFRES Form 33, blocks 1 through 17 of the AFTO Form 781 and entries for tons of cargo, passengers, takeoff/landing fuel and reason(s) for late/early takeoff/landing will be reviewed for accuracy and completeness. Errors will be corrected before any further action is taken with AFTO Form 781.

2.3.1. After AFTO Form 781 and AFRES Form 33 are reviewed and corrected, they will be faxed daily to the Maintenance Documentation Section and forwarded to the 452 OSS Current Operations. A formal squadron mission review will be accomplished on the all mission packages a minimum of twice a week. The flying Squadrons Operations Representative will chair mission review with a representative from each crew position present.

2.4. Current Operations: The 452 OSS Current Operations Flight Data Monitor will, during the mission review, extract the required data from the AFTO Form 781 and AFRES Form 33 and enter it into the flying time tracking data base.

2.4.1. Current Operations tracks daily, weekly and monthly flying time and prepares slides for the Wing Commander's weekly scheduling meeting.

2.4.2. The Chief of Current Operations is responsible for ensuring flying hours are effectively managed and all allocated hours are flown by the completion of the fiscal year.

2.5. Aircraft Maintenance Documentation: Documentation will compare AFTO Form 781 and AFRES Form 33 received from squadron Operation Sections with the published Aircraft Utilization Schedule to ensure all local and mission AFTO Form 781s have been received. Required data will be extracted and entered into the Maintenance Management Information System (MMIS) (GO81) daily.

2.5.1. Documentation section will pull an AFI 21-103 Daily Flying Hour Audit List and review entries with each AFTO Form 781 data entry.

2.5.2. The AFTO Form 781 will be kept and disposed of in accordance with (IAW) AFMAN 37-139, Table 11-2, Rule 7. In the event of GO81 system failure, these functions will be performed as soon as possible after system restoration.

3. Reconciliation of Flying hours: A reconciliation of flying hours shall be completed each week between the Current Operations Flight Data Monitor and Aircraft Maintenance Documentation Section. Following the return of the last mission of the month, Maintenance and Current Operations shall have a monthly reconciliation of flying hours to close out the month in the MMIS (GO81).

CLAYTON T. GADD, Brig Gen, USAFR
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Regulatory Requirement
AFI 21-103, AFI 11-401

